SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/26/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: ADMIN ASST SCDC POSITION #: 010024

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM

LOCATION: PURCHASING, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT STATE JOB CLASS: AA75

PAY BAND/LEVEL: 04 E

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: NO HIRING SALARY RANGE: \$ 030582 - \$ 039471 SCEIS POSITION #: 61016594

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

A HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS ADMINISTRATIVE EXPERIENCE.

PREFERRED QUALIFICATIONS: GOVERNMENTAL PURCHASING EXPERIENCE, SCEIS EXPERIENCE (SOUTH CAROLINA ENTERPRISE SYSTEM) AND EXCEL.

DESCRIPTION OF DUTIES:

THIS POSITION IS LOCATED WITHIN SCDC PROCUREMENT DIVISION. INCUMBENT WILL CARRY OUT COMPLEX PROCUREMENT ACTIVITIES FOR ALL SOLICITATIONS TO INCLUDE OPENING AND TABULATING AS WELL AS PREPARING ALL INTENT TO AWARD AND AWARD STATEMENTS. PROVIDES A WIDE VARIETY OF ADMINISTRATIVE FUNCTIONS FOR ALL BUYERS IN THE PURCHASING DEPARTMENT. RESPONSIBLE FOR PROCESSING FUNDS RESERVATION IN SCEIS (SOUTH CAROLINA ENTERPRISE SYSTEM). RESPONSIBLE FOR UPDATING THE SOLICITATION CALENDAR AND TRACKING ALL SOLICITATIONS. RESPONSIBLE FOR TRACKING ALL MULTI-YEAR CONTACTS AND NOTIFYING THE END USERS 120 DAYS PRIOR TO THEIR EXPIRATION DATE. PERFORMS OTHER RELATED DUTIES.

COMMENTS:

RESUME MUST BE SUBMITTED WITH APPLICATION